

**BY ORDER OF THE SECRETARY OF THE  
AIR FORCE**



**AIR FORCE INSTRUCTION 36-2805**

**1 JANUARY 1998**

**AIR FORCE MATERIEL COMMAND**

**Supplement 1**

**16 JUNE 1999**

**Personnel**

**SPECIAL TROPHIES AND AWARDS**

---

**NOTICE:** This publication is available digitally on the SAF/AAD WWW site at: <http://afpubs.hq.af.mil>. If you lack access, contact your Publishing Distribution Office (PDO).

---

OPR: HQ AFPC/DPPPRS  
(Ms Nancy K. Gaisford)  
HQ AFMC/DPCS (Mr. Rick Crawford)  
Supersedes AFI 36-2805, 1 November 1995.  
AFI 36-2805/AFMCS 1,  
29 March 1996

Certified by: HQ AFPC/DPP  
(Col Stephen S. Lerum)  
HQ AFMC/DPC (Mr. Lief Peterson)  
Pages: 31  
Distribution: F

---

This instruction implements Air Force Policy Directive 36-28, *Awards and Decorations Programs*, and describes special trophies and awards programs sponsored by the United States Air Force (USAF) and by private organizations that seek Air Force participation. It applies to all active duty Air Force, Air Force Reserve (AFRES), and Air National Guard (ANG) members, and civilian employees paid through appropriated funds. It outlines how to nominate deserving individuals or units for these awards. Refer to attachment 1 for glossary of abbreviations and acronyms. Process supplements that affect any military personnel function as shown in Air Force Instruction (AFI) 37-160, volume 1, table 3.2, *The Air Force Publications and Forms Management Programs--Developing and Processing Publications*. HQ AFPC/DPPPRS must coordinate all supplements. This instruction requires maintaining information subject to the Privacy Act of 1974, authorized by Title 10 U.S.C., Section 857. System of Records Notice F900 AF MP A, *Awards and Decorations*, applies.

---

**(AFMC)** This supplement expands on the guidance contained in AFI 36-2805, *Special Trophies and Awards*.

**SUMMARY OF REVISIONS**

This revision provides guidance for obtaining approval to establish Air Force-level functional awards (paragraph 1.2.); guidance on naming trophies and awards in honor of individuals (paragraph 1.4.); gives major command (MAJCOM) commanders or vice commanders authority to approve travel for spouses to attend, at government expense, certain awards ceremonies listed in this AFI (paragraph 1.6.1.); adds that negative submission responses must be signed by the MAJCOM, Field Operating Agency (FOA), or Direct Reporting Unit (DRU) Director of Personnel (paragraph 2.1.17.); deletes the Field of Aeronautics Awards (paragraph 3.1.); deletes the H. H. Arnold Award (paragraph 3.6.1.); deletes the W. Stuart Sym-

ington Award (paragraph 3.6.2.); includes Reserve and Guard members as eligible for the Government Employees Insurance Company (GEICO) Military Services Award (paragraph 3.10.); changes the date nominations are due to the sponsor of the Katharine Wright Memorial Award (paragraph 4.5.1.); and adds a general information sheet for the USAF First Sergeant of the Year (Attachment 6). A | indicates revision from the previous edition.

(AFMC) This revision establishes new requirements for negative replies (paragraph 2.1.2.), publicity statements (paragraph 2.1.19.), and diskettes to be provided with each nomination package (paragraphs 2.1.4.1., 2.1.5., 2.1.9., 2.1.10.). This supplement also expands the number of nominations which may be submitted from one to an unlimited number for the NCOA Vanguard Award (paragraph 3.2.4.) and the AFSA Pitsenbarger Award (paragraph 4.6.4.).

**AFI 36-2805, 1 January 1998, is supplemented as follows:**

## Chapter 1

### GENERAL INFORMATION REGARDING SPECIAL TROPHIES AND AWARDS

**1.1. Nominating Procedures.** Commanders at all levels actively advertise the nomination procedures for trophies and awards. Commanders verify achievements and nominate those qualified for appropriate awards. MAJCOM, FOA, or DRU commanders, vice commanders, or executive directors indorse nominations on their personnel. When nominating persons or units assigned to other commands, commanders acquire by letter, the coordination of the commander or vice commander of the owning MAJCOM, FOA, or DRU. Submit nominations to HQ AFPC/DPPPRS, with the parent MAJCOM, FOA, or DRU commander's coordination.

**1.1. (AFMC)** HQ AFMC/CCQ and commanders of AFMC field units reporting directly to HQ AFMC may each submit nominations. Submit one nomination, unless otherwise specified, for each award/trophy or category to the HQ AFMC/DPCS, Special Trophies and Awards, for competition. Do not submit nominations directly to HQ AFPC or to the award/trophy sponsor.

**1.2. Air Force-level Awards.** Air Force functional activities or private organizations establish Air Force-level awards. The designated OPR and HQ USAF/DPXPQ approve implementing instructions. Notify HQ USAF/DPXPQ when the award is terminated.

1.2.1. The experts in a given function will manage functional awards. Functional managers will ensure nomination write-ups are limited to two pages, using the Air Force Form 1206, *Nomination for Award*. Exceptions to this requirement must be approved by HQ USAF/DPX. Functional areas requiring the use of base visits to determine award winners will limit such visits to one visit per base per award.

**1.3. Wartime Guidance.** Programs governed by this instruction will continue during conflicts below the level of declared war. In the event of a national emergency declared by Congress or the President of the United States, programs sponsored by Headquarters (HQ) USAF may be suspended. The Air Force will suspend administrative support for programs sponsored by private organizations.

**1.4. Establishing Special Trophies and Awards Programs.** Commanders at any level may establish special trophies and awards programs to recognize military and civilian members and units or organizations. Include such recognition programs in appropriate base supplements.

1.4.1. Awards may be named in honor of living or deceased Air Force military members and Department of the Air Force (DAF) civilians who had honorable records and made significant contributions to the Air Force or to the functional area in which the award is being established. Consider individuals of prominence or those whose careers or actions were important and meaningful to the function in which the award will be established. Thoroughly review the career and personal history of the individual to ensure the individual is worthy of such honor before naming an award in their honor. When establishing an award, the designated award OPR or manager will send a letter, signed by the appropriate commander or vice commander, to HQ AFPC/DPPPRS notifying of the establishment of the award. Include the award and criteria in an appropriate supplement or instruction. Process all supplements and instructions in accordance with AFI 37-160V1, *The Air Force Publications and Forms Management Programs – Developing and Processing Publications*. Commanders at all levels are responsible for ensuring and maintaining the integrity of special trophies and awards programs. All

awards named for individuals will be established only in accordance with this instruction. The requirements of this instruction are mandatory when considering memorial-type awards. List what sources were reviewed to perform the background check and that verification has been made that no derogatory information was found on the individual which would preclude naming an award in their honor.

1.4.2. Possible sources to review when determining individuals' suitability for memorialization are:

1.4.2.1. Military personnel records (retired or deceased military members), which are located at the National Personnel Records Center (NPRC), Air Force Reference Branch, 9700 Page Boulevard, St. Louis MO 63132-5100.

1.4.2.2. Civilian personnel records (retired or deceased DAF civilians), which are located at the National Archives and Records Administration, NPRC (Civilian Personnel Records), 111 Winnebago Street, St. Louis MO 63118.

1.4.2.3. Public libraries for archived newspaper articles.

1.4.2.4. Local newspapers.

1.4.2.5. Local courthouse records.

1.4.2.6. Local Air Force Office of Special Investigations or Security Police.

1.4.2.7. Interview family, friends, acquaintances, and coworkers.

1.4.3. Do not duplicate existing trophies and awards programs in either name or criteria. (Recognizing an achievement or accomplishment in performance reports or a citation to accompany an award is not considered duplication or dual recognition.) Award elements will not duplicate elements of existing formal award programs. Refer to AFI 65-601, volume 1, *USAF Budget Guidance and Procedures*, for further guidance regarding funding for award elements. Awards must be of nominal value. Awards may not be redeemable for cash, merchandise, or services. The cost of awards will be commensurate with the significance of the achievement being recognized.

1.4.4. A one-time unique trophy or award may be given to an individual or unit whose achievements make a significant contribution to the effectiveness and efficiency of the Air Force.

**1.5. Travel for Military Members or Department of the Air Force Civilians.** Air Force military or Department of the Air Force civilian personnel selected for an award listed in this instruction will attend the presentation ceremonies at government expense. When a unit is selected to receive an award, the unit commander attends the presentation ceremony to accept the award on behalf of the unit.

**1.6. Travel for Non-Military Members or Non-Department of the Air Force Civilians.** When individuals who are neither military members nor Department of the Air Force civilians are selected as recipients of these awards, authorize invitational travel so they may attend the presentation ceremony. Refer to the Joint Travel Regulation for instructions and limitations on travel reimbursements for members and employees and invitation travel orders for family members and non-Department of the Air Force civilians.

1.6.1. MAJCOM commanders or vice commanders are authorized to approve spouse travel for award recipients assigned to their command. This approval authority may not be further delegated. When spouse travel is approved, invitational travel orders will be issued and only transportation costs will be

funded. Per diem will not be paid. If there is no spouse, the member may elect to invite one family member to attend the award ceremony. Spouse travel applies to only the following Air Force-level awards ceremonies:

- 1.6.1.1. USAF First Sergeant of the Year Award.
- 1.6.1.2. 12 Outstanding Airmen of the Year.
- 1.6.1.3. General and Mrs. Jerome F. O'Malley Award.
- 1.6.1.4. Verne Orr Award.
- 1.6.1.5. Joan Orr Air Force Spouse of the Year Award.
- 1.6.1.6. Lance P. Sijan USAF Leadership Award.
- 1.6.1.7. Koren Kolligian Trophy (OPR'd by HQ USAF/SE).
- 1.6.1.8. Collier Trophy (OPR'd by HQ USAF/XOOA).
- 1.6.1.9. Cheney Award (OPR'd by HQ USAF/XOOA).
- 1.6.1.10. Aviator's Valor Award (OPR'd by HQ USAF/XOOA).
- 1.6.1.11. Mackay Trophy (OPR'd by HQ USAF/XOOA).
- 1.6.1.12. General Thomas D. White USAF Space Trophy (OPR'd by HQ USAF/XOOA).

**1.7. Funds.** Authorize funds for reasonable costs of trophies, plaques, and so forth for presentation purposes. Do not authorize cash awards.

1.7.1. Use appropriated funds for trophies and awards to recognize mission accomplishment. Such awards include Junior Officer, Noncommissioned Officer (NCO), or Airman of the Quarter or Year, functional work area, and so on. Refer to AFI 65-601, volume 1. This authority does not apply to awards for employees who are paid from nonappropriated funds (NAF) according to policies regarding the use of NAF.

1.7.2. Do not use NAFs to supplement awards paid from appropriated funds. When appropriated funds are not available or are not authorized, the commander may use NAF to buy trophies and awards, if authorized by AFI 34-201, *Use of Nonappropriated Funds (NAFs)*. Do not use NAFs for awards to civilian personnel who are paid from appropriated funds.

1.7.3. Handle trophies or funds donated to set up a special trophy or award under AFI 51-601, *Gifts to the Department of the Air Force*.

**1.8. Air Force Recognition Ribbon Eligibility.** Award this ribbon to certain recipients selected or announced as recipients of Air Force-level special trophies and awards. Any recipient selected since that particular award was established on an Air Force-wide level receives the ribbon.

1.8.1. The following military members wear the ribbon:

- 1.8.1.1. Named individuals who receive Air Force-level special trophies and awards listed in this instruction.

1.8.1.2. Named individuals who receive a functional Air Force-level special trophy or award managed by the functional area of responsibility. Recipients must be determined by Air Force-wide competition in that functional specialty.

1.8.1.3. Civilian recipients who meet the criteria in paragraphs [1.8.1.1](#) and [1.8.1.2](#) wear the Air Force Recognition lapel pin.

1.8.2. The following are not eligible to receive the ribbon:

1.8.2.1. Organizations, units, or activities cited as recipients of Air Force-level special trophies or awards.

1.8.2.2. Members assigned to such cited organizations, units, or activities. **EXAMPLE:** When a unit or organization is named as the recipient, no one in that cited unit or organization is awarded the ribbon.

1.8.2.3. Nominees and selectees of special trophies and awards programs at MAJCOM, FOA, DRU, base, or unit levels.

1.8.2.4. Nominees or selectees for 12 Outstanding Airmen of the Year (12 OAY). The appropriate ribbon (Outstanding Airman of the Year Ribbon) is described in paragraph [3.4.7](#).

1.8.3. OPRs of Air Force-level functional special trophies and awards include entitlement information to the ribbon in instructions pertaining to their functional special trophies and awards programs. OPRs will send a message each year to their functional counterparts announcing the recipients of their respective awards. Send a copy of the message to the member's Military Personnel Flight (MPF), Customer Service Element, for personnel data system (PDS) update and file in the member's military personnel records.

## Chapter 2

### PREPARING NOMINATION PACKAGES FOR SPECIAL TROPHIES AND AWARDS MANAGED BY HQ AFPC/DPPPRS

#### 2.1. Preparing Nominations.

2.1.1. Prepare nominations for awards HQ AFPC/DPPPRS manages as outlined in the respective paragraphs.

2.1.2. MAJCOMs, FOAs, and DRUs will ensure nominations arrive at HQ AFPC/DPPPRS by the dates shown for each award. MAJCOMs, FOAs, and DRUs will send a letter or message to HQ AFPC/DPPPRS by the date shown if no nominations will be submitted for any of these awards.

**2.1.2. (AFMC)** Send nominations for AFMC competition to HQ AFMC/DPCS, 4375 Chidlaw Road, Suite 6, Wright-Patterson AFB OH 45433-5006, by the projected suspense date shown for each award. If necessary, an adjustment to the suspense date will be accomplished by message or other form of notification and will take precedence. The MPF/program administrator will submit a negative reply by e-mail or fax when not forwarding nominations.

2.1.3. The following instructions apply to all awards for which HQ AFPC/DPPPRS is the OPR (unless noted otherwise in the award nomination instructions).

2.1.4. Use AF Form 1206, **Nomination for Award**, when required in the award description. Use a bullet or point-paper format, not running narrative. HQ AFPC/DPPPRS is the Air Force OPR for this form. Other functional awards OPRs may use the form.

**2.1.4.1. (Added-AFMC)** When using the computer generated AF Form 1206, **Nomination for Award**, do not manually change the font face or the font size established for this form.

**2.1.4.2. (Added-AFMC)** Do not use acronyms unless spelled out and shown with the acronym in parenthesis at the first occurrence in the write-up. Duplex print the form head-to-head so that it reads like a book. Provide one original and three additional copies of the form for each nomination. Ensure an electronic copy of the form is provided on diskette.

2.1.5. For those awards requiring the write-up be placed on bond paper, limit each write-up to the length cited in the instructions for the award, and follow the prescribed format.

**2.1.5. (AFMC)** Do not use acronyms unless spelled out and shown with the acronym in parenthesis at the first occurrence in the write-up. Do not duplex print multiple-page bond paper write-ups. Provide one original and three additional copies of the write-up for each nomination. Ensure an electronic copy of the write-up is provided on diskette.

2.1.6. Do not sign the write-ups.

2.1.7. Send one base-level report of individual personnel (RIP) (records review) with each individual nomination. Do not send RIPs when submitting a team, unit, or organization.

2.1.8. Avoid flowery prose and hyperbole. State the facts.

2.1.9. Use the format in [Attachment 2](#) when biographies are required.

**2.1.9. (AFMC)** Provide an electronic copy of the biography on diskette.

2.1.10. Use the format in [Attachment 3](#) when citations are required.

**2.1.10. (AFMC)** Provide an electronic copy of the citation on diskette.

2.1.11. Send an original and five complete copies of each nomination package. **EXCEPTION:** Send an original and eight copies for the 12 Outstanding Airmen of the Year and the USAF First Sergeant of the Year Award.

**2.1.11. (AFMC)** Send one original set of all required documents, and three additional copies of the write-up. Do not collate, staple, or assemble nominations in elaborate packages. Required documentation may consist of but is not limited to the following:

- Commander's endorsement memo
- Nomination write-up
- Biography
- Citation
- Records review RIP
- Quality statement
- Publicity statement
- Diskette

2.1.12. Fasten each nomination with paper clips and place in a folder. Do not include supporting documents such as published articles or books. Do not staple or punch holes in the packages.

2.1.13. Send through command channels and get the indorsement of the MAJCOM/FOA/DRU commander, vice commander, or executive director.

2.1.14. Do not send classified material.

2.1.15. Note any special requirements shown in the description of the award.

2.1.16. Nominate individuals in the category of competition that corresponds to the grade held for the majority of the award period unless otherwise stated.

2.1.17. The MAJCOM, FOA, or DRU Director of Personnel (DP) must sign negative submission responses.

**2.1.18. (Added-AFMC)** A quality review statement is required for individual nominations submitted on military or Department of the Air Force civilian personnel. It will be signed and dated by the person (other than the nominee) who verified the information and will read:

- Military Nomination. "I, (rank or title and name), verify (nominee's rank and name) did not have an active UIF or unfavorable information in a PIF during the nominating period of the (trophy/award)."
- Civilian Nomination. "I, (rank or title and name), verify the official records of (nominee's name) did not contain any disciplinary or adverse action information, nor is action pending that would reflect unfavorably during the nominating period of the (trophy/award)."

**2.1.19. (Added-AFMC)** A publicity statement is required for each nomination. It will be signed and dated by the nominee for individual nominations, or by the commander/team lead for unit/group nominations and will read:



- “I, (rank or title and name), understand (my/this) nomination for the (trophy/award) may involve release of the information contained in (my/this) nomination package for the purpose of publicizing the program.”

## Chapter 3

### CRITERIA AND INFORMATION FOR SPECIAL TROPHIES AND AWARDS MANAGED BY HQ AFPC/DPPPRS

**3.1. Team of the Year Award.** Each year, the Air Force Association (AFA) selects a specific enlisted career field for recognition. These are professionals who clearly display superior technical expertise, attract the praise of their superiors, and provide leadership and inspiration to their coworkers. Individuals nominated need not be members of a team in the traditional sense of the term; they need only be assigned to the same career field. The AFA honors the five members and their spouses (if applicable) at a ceremony each May in Washington DC. The period of the award is 1 January - 31 December. HQ AFPC/DPPPRS solicits nominations from the appropriate Air Force functional manager for that career field and provides further guidance to the functional manager concerning nominations. ***Note: Do not submit nominations unless you receive a tasking to do so from either AFPC or the Air Force functional manager of that career field.***

- 3.1.1. Limit the write-up to two single-spaced typewritten pages, using AF Form 1206 for both pages. Use bullet (talking paper or point paper) format. Do not sign the write-up.
- 3.1.2. Send a biography, limited to one single-spaced typewritten page ([Attachment 2](#)).
- 3.1.3. Send citation with each nomination ([Attachment 3](#)).

**3.2. Non Commissioned Officers Association (NCOA) Vanguard Award.** Each year, the NCOA recognizes a noncommissioned officer from each of the military services, who has performed a particularly heroic act, on or off duty, that resulted in the saving of life or in preventing serious injury. The NCOA conducts presentation ceremonies each summer at the NCOA's annual convention. The NCOA notifies the Air Force recipient of the date, place, and travel arrangements for the ceremony. The recipient receives an engraved plaque presented by the NCOA. The period of service for the award is 1 January - 31 December.

- 3.2.1. Nominate Air Force enlisted members in grades SSgt through CMSgt for this award.
- 3.2.2. The heroic act must be voluntary action initiated by the nominee and not a result of directions or orders.
- 3.2.3. The act must have been a legitimate attempt to save life or prevent serious injury to another person or persons and not an act of bravado.
- 3.2.4. Send nominations to HQ AFPC/DPPPRS by **1 March**.
- 3.2.4. (AFMC)** Send an unlimited number of nominations for the NCOA Vanguard Award to HQ AFMC/DPCS by 15 January.
- 3.2.5. Each MAJCOM, FOA, and DRU may submit one nomination. Do not submit joint nominations.
- 3.2.6. Limit the write-up to one single-spaced typewritten page, using the AF Form 1206.
- 3.2.7. Send a biography limited to one single-spaced typewritten page ([Attachment 2](#)).
- 3.2.8. Do not send nominations for posthumous awards.

**3.3. USAF First Sergeant of the Year Award.** This award, established by the Air Force, recognizes the important contributions and leadership qualities exhibited by Air Force members in the First Sergeant career field, Special Duty Identifier 8F000. The Air Force Sergeants Association (AFSA) honors the recipient during presentation ceremonies each summer at the AFSA annual convention. AFSA notifies the recipient of the date, place, and travel arrangements for the ceremony. The award element consists of an engraved plaque. The period of service for the award is 1 January -31 December.

3.3.1. Nominees must serve in the position of First Sergeant for at least 6 months in order to be eligible. Include specific facts and examples showing how the nominee is exceptional. Nominations must include the following areas and cite examples that occurred during the calendar year only:

3.3.1.1. Leadership and Job Performance in Primary Duty. The member's leadership and job performance in primary duty, including the development of new techniques, must contribute significantly to increased mission effectiveness during the current calendar year.

3.3.1.2. Leadership Qualities (social, cultural, and religious activities). The member must contribute tangibly or intangibly to the military or civilian community's welfare, morale, or status during the current calendar year.

3.3.1.3. Significant Self-Improvement. The member must show this improvement through off-duty education, achievements in professional or cultural societies or associations, development of creative abilities, and so on during the current calendar year.

3.3.1.4. Other Accomplishments. The nature and results of the member's other accomplishments must set him or her apart from others of equal or higher grade.

3.3.1.5. Articulate and Positive Representative of the Air Force. Demonstrated ability as an articulate and positive enlisted member of the Air Force, during the current calendar year.

3.3.2. Each MAJCOM, FOA, and DRU may submit one nomination.

3.3.3. Send nominations to HQ AFPC/DPPPRS by **30 April**.

**3.3.3. (AFMC)** Send one nomination for the USAF First Sergeant of the Year Award to HQ AFMC/DPCS by the advertised suspense date (approximately early March time frame) each year.

3.3.4. Send a general information page using the format shown in [Attachment 6](#).

3.3.5. Limit the write-up to two single-spaced typewritten pages using the lead-off subjects in the above paragraphs. Use the AF Form 1206 for both pages.

3.3.6. Send a biography, limited to one single-spaced typewritten page ([Attachment 2](#)).

3.3.7. Send an original and eight copies of each nomination package.

3.3.8. Do not send nominations for posthumous awards.

**3.4. 12 Outstanding Airmen of the Year (12 OAY) Award.** Established by the Air Force, this program recognizes 12 enlisted members in a range of grades representing a cross section of career fields. The AFA honors the 12 OAY and their spouses at its annual convention in Washington DC each year. HQ AFPC/DPPP sends a message outlining nomination procedures to the MAJCOMs, FOAs, and DRUs each year. Send nominations to HQ AFPC/DPPPRS by **30 April**.

**3.4. (AFMC)** Send one nomination in each category of the 12 OAY Award to HQ AFMC/DPCS by the advertised suspense date (approximately early March time frame) each year.

3.4.1. There are three categories of competition: Airman (airman through senior airman); NCO (sergeant and technical sergeant); and Senior NCO (master sergeant through chief master sergeant).

3.4.2. Base nominations only on achievements that occurred during the current calendar year. For example, the nominees' achievements for the 1998 program should cite achievements occurring from 1 January 1997 through 31 December 1997. Since nominees are representatives of the Air Force enlisted force, they must also stand the test of a "whole life/whole career" scrutiny, although the observation period for the award is 1 year.

3.4.3. All nominees must sign a statement of intent agreeing if selected as a MAJCOM, FOA, or DRU nominee, they will obtain the required retainability in order to compete at Air Force level. All nominees who meet the Air Force selection board must have sufficient retainability so that, if selected as a 12 OAY, they can serve on the AFA Enlisted Advisory Council for a 12-month period which commences the month of their induction (September) as a 12 OAY. For example, the 1998 12 OAY serve from September 1998 through September 1999. Therefore, the 1998 MAJCOM and DRU nominees would need retainability through 30 September 1999. The annual HQ AFPC/DPP nomination message outlines procedures to follow to obtain retainability for those MAJCOM and DRU nominees who do not have sufficient retainability. Contact AFPC Personnel Procurement Division, Reenlistment Branch (HQ AFPC/DPPAE), for assistance regarding retainability. Failure on the part of the MAJCOM or DRU to meet retainability requirements on their nominee will result in the nominee being withdrawn from the Air Force-level competition. If an individual is not selected as a 12 OAY, cancel the extension.

3.4.4. Airmen are not eligible if they have a pending application for or have been accepted for any program leading to a commission during the award period or the one-year period following induction as a 12 OAY. Send a signed statement of intent and include the following statements verbatim: "I have not applied for a commissioning program and, if selected as a 12 OAY, will not apply for a commissioning program at any time during my tenure as one of the 12 OAY" and "I attest that the facts I have provided for this nomination are true and correct to the best of my knowledge."

3.4.5. If the MAJCOM or DRU will not submit nominations, send a letter or message to HQ AFPC/DPPPRS advising of this.

3.4.6. Nomination packages will include:

3.4.6.1. A general information page formatted as shown in [Attachment 5](#).

3.4.6.2. A write-up limited to two single-spaced typewritten pages, using the AF Form 1206 for both pages. Nominations should include specific facts and examples showing the individuals are exceptional. Achievements should distinguish the airmen from their peers. Nominations must include the following areas and cite examples that occurred during the current calendar year only:

3.4.6.2.1. Leadership and Job Performance in Primary Duty. The member's leadership and job performance in primary duty, including the development of new techniques, must contribute significantly to increased mission effectiveness during the current calendar year.

3.4.6.2.2. Leadership Qualities (social, cultural, and religious activities). The member must contribute tangibly or intangibly to the military or civilian community's welfare, morale, or status during the current calendar year.

3.4.6.2.3. Significant Self-Improvement. The member must show this improvement through off-duty education, achievements in professional or cultural societies or associations, development of creative abilities, and so on, during the current calendar year.

3.4.6.2.4. Other Accomplishments. The nature and results of the member's other accomplishments must set him or her apart from others of equal or higher grade.

3.4.6.2.5. Articulate and Positive Representative of the Air Force. Demonstrated ability as an articulate and positive enlisted member of the Air Force during the current calendar year.

3.4.6.3. Send a biography, limited to one single-spaced typewritten page ([Attachment 2](#)).

3.4.6.4. Send an original and eight copies of each nomination package.

3.4.7. Outstanding Airman of the Year Ribbon (OAYR). Each airman nominated to the Air Force-level competition receives the OAYR. HQ AFPC/DPPPRS sends a letter to the nominees' respective MAJCOM or DRU. The letter is the source document indicating those individuals listed in the letter are authorized to wear the OAYR. The MPF places a copy of the letter in the member's personnel record. MPFs will follow update procedures in AFI 36-2803, *Individual and Unit Awards and Decorations*. (See AFI 36-2803 and AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, for more information regarding wear of the ribbon.) The Air Force message announcing the 12 OAY is an additional source document for the 12 selectees only. The 12 selectees wear the OAYR with bronze service star device.

3.4.8. Service Dress Uniform. All individuals nominated to the Air Force-level competition receive a service dress uniform from Headquarters Army and Air Force Exchange (AAFES). HQ AAFES sends a letter to the nominees authorizing the uniform.

3.4.9. Outstanding Airman Badge (OAB). The 12 OAY wear the OAB for 1 year from the date of formal presentation. The badge is presented to the 12 OAY during the AFA convention each September.

3.4.10. The office of the Chief Master Sergeant of the Air Force (HQ USAF/CCC) sends travel and billeting information for the 12 OAY and their spouses to attend the AFA convention. In addition to being recognized and honored at the AFA's annual convention, each of the 12 OAY serves as a member of the AFA Enlisted Advisory Council for the year immediately following the annual AFA convention. As members of this council, they attend subsequent meetings at the call of the council chairman.

3.4.11. Travel Funding for the 12 OAY. Fund travel from normal temporary duty (TDY) funds of the organization to which the 12 OAY are assigned in order that the 12 OAY may attend the AFA convention and the follow-on meetings of the AFA Enlisted Advisory Council. If a 12 OAY is reassigned during their one-year tenure, the gaining organization funds the required travel. To assist in meeting out-of-pocket expenses while the 12 OAY attend the AFA convention and follow-on meetings, commands are authorized to award them \$300 to help meet out-of-pocket expenses during that period. Commanders may fund these out-of-pocket expenses under their special morale and welfare expenditure authority. Refer to AFI 34-201, *Use of Funds*.

3.4.12. The 12 OAY may receive the supplemental clothing allowance listed in AFI 36-3014, *Clothing Allowance for Air Force Personnel*.

3.4.13. Publicize the 12 OAY program at all levels and offer command presentation of the Outstanding Airman Ribbon. Maximum public exposure of the program is desired, including local radio and television appearances. Coordinate all public affairs activities in conjunction with the 12 OAY program with the MAJCOM, FOA, and DRU public affairs offices.

**3.5. Air Force Association (AFA) Aerospace Awards.** Each year, the AFA gives several trophies and awards of Air Force-wide interest relating to aerospace activity. These awards are:

These awards are:

**3.5. (AFMC)** Send one nomination in each category of the AFA Aerospace Awards to HQ AFMC/DPCS by 15 December.

3.5.1. Theodore Von Karman Award. For the most outstanding contribution to national defense by either a military member or Department of the Air Force civilian, unit, or group of individuals in the field of science and engineering, preferably relating to aerospace activity. Consider the contribution in the broadest sense of the term.

3.5.2. David C. Schilling Award. For the most outstanding contribution to national defense in the field of manned flight in the atmosphere or space by either a military member or Department of the Air Force civilian, unit, or group of individuals. While priority is given to activity directly related to manned flight, do not overlook a significant contribution in the area of policy or procedure that advances flight activity.

3.5.3. Gill Robb Wilson Award. For the most outstanding contribution to national defense in the field of arts and letters covering a wide range of activity, including writing, speaking, media relations, sculpturing, painting, and so on by either a military member or Department of the Air Force civilian, unit, or group of individuals.

3.5.4. Hoyt S. Vandenberg Award. For the most outstanding contribution directly or indirectly in the field of aerospace education or training by either a military member or Department of the Air Force civilian, unit, or group of individuals.

3.5.5. Citation of Honor. For the most outstanding contribution to national defense significantly exceeding standard performance by either an Air Force military member, Department of the Air Force civilian, unit, or group of individuals. Nominations for enlisted members are encouraged to be submitted for this award.

3.5.6. The period of service for these awards is 1 January - 31 December.

3.5.7. Each MAJCOM, FOA, and DRU may submit one nomination for each award.

3.5.8. Submit nominations to HQ AFPC/DPPPRS by **1 February**.

3.5.9. All Air Force military members, organizations, and Department of the Air Force civilians are eligible for nomination unless otherwise stated. Retirees are not eligible.

3.5.10. Base nominations on achievements occurring during the current calendar year. This does not, however, rule out a project that may have been started more than a year ago but was completed during the current calendar year.

3.5.11. Limit the write-up to two single-spaced typewritten pages using the AF Form 1206 for both pages.

3.5.12. Include a citation, limited to 50 or less key words that describe the nominee's accomplishments ([Attachment 3](#)).

3.5.13. Do not send posthumous nominations.

**3.6. General and Mrs. Jerome F. O'Malley Award.** This award is named in honor of the late General and Mrs Jerome F. O'Malley, former Commander, Tactical Air Command. It recognizes the wing commander and spouse whose contributions to the Nation, the Air Force, and the local community best exemplify the highest ideals and positive leadership of a military couple in a key Air Force position. The master award element consists of a French crystal eagle in flight on an engraved base. The recipients receive a citation and an engraved French crystal clock at a presentation ceremony conducted by the Chief of Staff, USAF. The period of service for the award is 1 January - 31 December.

**3.6. (AFMC)** Send one nomination for the Gen & Mrs. Jerome F. O'Malley Award to HQ AFMC/DPCS by 1 February.

3.6.1. Nominees must have served as a wing commander for at least 6 months during the award period to be eligible for consideration.

3.6.2. Nominations must include specific facts and examples identifying the nominees as exceptional leaders and spokespersons for the Air Force. The write-up should focus on what the nominees did as a team and the results of their accomplishments. Ensure the write-up focuses equally on the contributions of the spouse. Include specific examples in the following areas:

3.6.2.1. Leadership. Innovation and ingenuity in solving problems and in developing systems, programs, and ideas that positively impacted on the mission, morale, and welfare of Air Force or wing activities and personnel. The leadership abilities of both the wing commander and spouse must clearly demonstrate professionalism, integrity, morality, and excellence in inspiring others by personal example, conduct, and character.

3.6.2.2. Positive and Articulate Spokespersons for the Air Force. Projection of leadership into the private community as evidenced by the wing commander and the spouse's assumption of leadership roles and participation in social, cultural, religious, and other wing or community service activities.

3.6.2.3. Other Accomplishments. Other achievements or accomplishments which set the wing commander and the spouse apart from others of similar responsibilities. Include unique contributions to the Nation, the Air Force, the wing, the base, or the community.

3.6.3. Each MAJCOM, the ANG, and the AFRES may nominate one wing commander and spouse.

3.6.4. Submit nominations to HQ AFPC/DPPPRS by **15 March**.

3.6.5. Limit the write-up to two single-spaced typewritten pages using the AF Form 1206 for both pages.

3.6.6. Send a "joint" biography limited to one single-spaced typewritten page ([Attachment 2](#)).

3.6.7. Send a citation for each nomination ([Attachment 3](#)).

3.6.8. Nominations for posthumous awards are accepted.



**3.7. Joan Orr Air Force Spouse of the Year Award.** This award, sponsored by the Air Force Association, honors the late Mrs Joan Orr, wife of former Secretary of the Air Force Verne Orr. The award recognizes spouses of military members for their significant contributions to the Air Force. The award element consists of an engraved plaque presented at the Air Force Association annual convention in Washington DC each September. The period of service for the award is 1 January - 31 December.

**3.7. (AFMC)** The AFMC command-level nominee to the Air Force-level competition of the Joan Orr Air Force Spouse of the Year Award will also receive recognition as the Connie Yates AFMC Spouse of the Year. Connie Yates was the spouse of a former AFMC Commander, General Ronald W. Yates.

3.7.1. The nominee's husband or wife must be serving in the Air Force (active duty, Guard, or Reserve). Military members (active duty, Guard, or Reserve) are not eligible to be nominated for the award.

3.7.2. Nominations will include facts and specific accomplishments that clearly state the individual's contributions to the Air Force. The write-up should state what the nominee did and the results of the nominee's efforts. When applicable, nominations will include specific examples in any of these areas:

3.7.2.1. Participation in Base and Community Activities.

3.7.2.2. Articulate and Influential Spokesperson for the Air Force.

3.7.2.3. Voluntary Service in Air Force-related Organizations and Activities.

3.7.2.4. Contributions to the States or to the Nation.

3.7.2.5. Moral and Religious Leadership.

3.7.2.6. Contributions to the Resolution of Contemporary Social Problems.

3.7.2.7. Membership in Professional, Civic, or Cultural Organizations.

3.7.2.8. Self-Improvement Efforts.

3.7.2.9. Leadership and Other Accomplishments.

3.7.3. Each MAJCOM, FOA, and DRU may submit one nomination.

3.7.4. Submit nominations to HQ AFPC/DPPPRS by **1 March**.

**3.7.4. (AFMC)** Send one nomination for the Joan Orr Air Force Spouse of the Year Award to HQ AFMC/DPCS by 15 January.

3.7.5. Limit the write-up to two single-spaced typewritten pages using the AF Form 1206 for both pages.

3.7.6. Send a biography limited to one single-spaced typewritten page ([Attachment 2](#)).

3.7.7. Send a citation limited to 50 or less key words ([Attachment 3](#)).

3.7.8. Nominations for posthumous awards are accepted.

**3.8. Verne Orr Award.** The Air Force Association (AFA) established this award in honor of former Secretary of the Air Force Verne Orr. The award recognizes an Air Force unit (active or Reserve) that makes the most effective use of its human resources. The AFA conducts a presentation ceremony each September during the AFA convention. The award element consists of a large permanent wall plaque, displayed in the Pentagon, listing each winning unit. The AFA presents a smaller replica to the winning



unit. All Air Force units and organizations are eligible, regardless of size. The accomplishments of the unit should be mission-oriented and focus on how the unit excelled in its use of people to achieve its full potential and accomplish the mission. The period of service for the award is 1 January - 31 December.

**3.8. (AFMC)** Send one nomination for the Verne Orr Award to HQ AFMC/DPCS by 15 January.

3.8.1. Each MAJCOM, FOA, and DRU may submit one nomination.

3.8.2. Submit nominations to HQ AFPC/DPPPRS by **1 March**.

3.8.3. Limit the write-up to two single-spaced typewritten pages using the AF Form 1206 for both pages.

3.8.4. Send a citation, limited to 50 or less key words ([Attachment 3](#)).

**3.9. Lance P. Sijan USAF Leadership Award.** The award is named in honor of the late Captain Lance P. Sijan, an Air Force Academy graduate and combat pilot, who was posthumously awarded the Medal of Honor for his intrepidity while evading capture by the North Vietnamese and during his subsequent captivity as a POW. The award recognizes the accomplishments of officers and enlisted leaders, assigned at wing level and below, who demonstrate the highest qualities of leadership in the performance of their duties and the conduct of their lives. It is limited to those members whose duties require them to assume active leadership roles. Each recipient receives a citation and a large wall sculpture portraying Captain Sijan and key events in his military career. The Chief of Staff, USAF, conducts the presentation ceremony each year. The period of service for the award is 1 July - 30 June.

**3.9. (AFMC)** Send one nomination in each category of the Lance P. Sijan USAF Leadership Award to HQ AFMC/DPCS by 15 July.

3.9.1. Each MAJCOM, FOA, or DRU may submit one individual in each of the following categories:

3.9.1.1. Senior Officer (major through colonel).

3.9.1.2. Junior Officer (2d lieutenant through captain).

3.9.1.3. Senior Enlisted (MSgt through CMSgt).

3.9.1.4. Junior Enlisted (Amn through TSgt).

3.9.2. Include the following areas in each write-up:

3.9.2.1. Scope of Responsibility. Include duty title, level of organization, number of individuals (military and civilian) supervised directly and indirectly, dollar value of assets controlled, or programs for which nominee has direct responsibility.

3.9.2.2. Professional Leadership. Nominees must demonstrate exceptional leadership traits in accomplishing the mission or overcoming unique problems and emergencies.

3.9.2.3. Leadership Image. Nominees must inspire others by personal example, by character and conduct displayed as leaders, and by eagerness to assist in the accomplishment of goals.

3.9.2.4. Community Involvement. Projection of leadership into the private community, as evidenced by the nominee's assumption of leadership roles in social, cultural, and religious, as well as other community service activities, may also be considered.

3.9.3. Send nominations to HQ AFPC/DPPPRS by **30 August**.

3.9.4. Limit the write-up to two single-spaced typewritten pages using the AF Form 1206 for both pages. Use the lead-off topics mentioned in paragraph [3.9.2](#).

3.9.5. Send a biography limited to one single-spaced typewritten page ([Attachment 2](#)).

3.9.6. Send a citation with each nomination ([Attachment 3](#)).

3.9.7. Do not send nominations for posthumous awards.

**3.10. Government Employees Insurance Company (GEICO) Military Service Awards.** GEICO established these awards to annually recognize military enlisted members from each of the military Services for their contributions to military or private communities in three categories:

**3.10. (AFMC)** Send one nomination in each category of the GEICO Military Service Awards to HQ AFMC/DPCS by 1 September.

3.10.1. Drug and alcohol abuse prevention.

3.10.2. Fire prevention and fire safety.

3.10.3. Traffic safety and traffic accident prevention.

GEICO selects a recipient in each category from the five military Services that submit nominations. The award elements consist of an engraved plaque and a \$2,500 cash award presented by GEICO. GEICO conducts presentation ceremonies each spring in Washington DC. GEICO notifies the Air Force recipient of the date, place, and travel arrangements for the ceremony and provides lodging and round-trip transportation to Washington DC to the recipient and spouse (if applicable).

3.10.4. Nominees must be Air Force active duty, Reserve, or Guard enlisted members. The period of service for the award is 1 October - 30 September. Nominations may also span several prior years, may be ongoing, or may have been accomplished during the award year.

3.10.5. Send nominations to HQ AFPC/DPPPRS by **15 October**.

3.10.6. Each MAJCOM, FOA, or DRU may submit one nomination in each category.

3.10.7. Write-ups will include facts and specific accomplishments, either on or off duty, that describe how the military or civilian community has benefited.

3.10.8. Limit the write-up to one single-spaced typewritten page using the AF Form 1206.

3.10.9. Send a biography limited to one single-spaced typewritten page ([Attachment 2](#)).

3.10.10. Do not send nominations for posthumous awards.

## Chapter 4

### AWARDS FOR WHICH NOMINATIONS MAY BE SUBMITTED DIRECTLY TO SPONSOR

**4.1. Nomination Procedures.** The following awards do not require submission to HQ AFPC/DPPPRS. MAJCOMs, FOAs, and DRUs desiring to submit nominations for these awards may submit directly to the sponsor. The sponsors request each MAJCOM/FOA/DRU submit only *one nomination for each award. The MAJCOM, FOA, or DRU commander, vice commander, or executive director must indorse each nomination.*

**4.2. Ten Outstanding Young Americans Award.** Air Force military members and Department of the Air Force civilians may be nominated for this award. The US Jaycees sponsor the program and give annual awards to ten outstanding young men and women from throughout the United States. The recipients are chosen for exceptional achievements that have been significant to their profession, communities, states, or the nation.

**4.2. (AFMC)** More information is available on the world wide web at <http://www.usjaycees.org>.

4.2.1. Men and women in any field, who are 21 through 39 years of age, are eligible.

4.2.2. Nominees must not become 40 years of age before 1 January of the year that the awards will be given.

4.2.3. Nominees must be native or naturalized citizens of the United States or have applied for US citizenship.

4.2.4. Date of the accomplishment or achievement does not matter.

4.2.5. Posthumous nominations are acceptable.

4.2.6. Submit nominations on forms that the US Jaycees mail to all MAJCOMs, FOAs, and DRUs. If additional forms are needed, request them from the US Jaycees. Ensure the nominee and the MAJCOM/FOA/DRU commander, vice commander, or executive director sign the last page of the form.

**4.2.6. (AFMC)** The Jaycee form will be provided by HQ AFMC/DPCS when a call for nominations is sent. The form may be reproduced locally. The “nominator’s name” area on the last page must be left blank for AFMC indorsement. Nominees must sign and date the last line of the form.

4.2.7. Select **three areas only** from the choices of achievements listed below. Highlight and underscore the areas selected in the nomination write-up. Follow the instructions included in the form.

4.2.7.1. Personal improvement.

4.2.7.2. Financial success and economic innovation.

4.2.7.3. Social improvement to major contemporary problems.

4.2.7.4. Philanthropic contribution or voluntary service.

4.2.7.5. Politics or governmental service.

4.2.7.6. Scientific or technological contributions.

4.2.7.7. Legal reform.

4.2.7.8. Cultural achievement (to include contribution in literature, history, education, or the arts).

4.2.7.9. Academic leadership.

4.2.7.10. Academic accomplishment.

4.2.7.11. Moral and religious leadership.

4.2.7.12. Success in the influence of public opinion (news media and other means).

4.2.7.13. Any other important contributions to community, state, or nation.

4.2.8. Send the form to the US Jaycees, Box 7, Tulsa, Oklahoma 74121-0007, by **1 August** each year. Include one color photograph (5 by 7 inches), head and torso view, of the nominee. Military members wear the service dress uniform without headgear.

**4.2.8. (AFMC)** Send one nomination for the Ten Outstanding Young Americans Award to HQ AFMC/DPCS by 15 June.

**4.3. Wright Brothers Memorial Trophy.** Given annually by the National Aeronautic Association (NAA), this award recognizes a civilian for significant public service of enduring value to aviation in the United States. Public service includes either public service as a full-time employee of government or as an unpaid volunteer serving on a government commission, agency or service which made a major contribution of enduring value to the public. Aviation, interpreted broadly, includes aerospace activities. Nominees must be living American citizens.

4.3.1. Send nominations to the NAA, 1815 North Fort Myer Drive, Suite 700, Arlington, Virginia 22209, by **1 July** each year.

**4.3.1. (AFMC)** Send one nomination for the Wright Brothers Memorial Trophy to HQ AFMC/DPCS by 15 May.

4.3.2. Limit the write-up to three single-spaced typewritten pages using the format at **Attachment 4**. The left margin must be 1 1/4 inches.

4.3.3. Send a citation limited to 30 key words.

**4.4. Institute of Navigation (ION) Awards.** The ION annually sponsors several awards pertaining to the science of navigation.

**4.4. (AFMC)** More information is available on the world wide web at <http://www.ion.org>.

4.4.1. Achievements occurring during the past calendar year receive preference by the ION.

4.4.2. Each MAJCOM, FOA, or DRU may submit one nomination for each of the following awards to the ION:

4.4.2.1. Norman P. Hays Award. Awarded to an individual engaged in management in the military service, federal government, or private industry and recognizes outstanding encouragement, inspiration, and support contributing to the advancement of navigation.

4.4.2.2. Thomas L. Thurlow Award. Awarded to an individual making an outstanding contribution in one of the following areas involving air or ground navigation: invention or design for any type of navigation equipment; new method of navigation; navigational research or study; or effort toward general advancement of the science of navigation.

4.4.2.3. P. V. H. Weems Award. Awarded to an individual for continuing contributions to the advancement of navigation. (The award is intended to recognize individuals who have, over a long period of years, made significant contributions to navigation but whose accomplishments in any given years were not so outstanding as to overshadow all others.)

4.4.2.4. Superior Achievement Award. Awarded annually for outstanding performance to a practicing navigator (as contrasting the science of navigation).

4.4.3. Nominate either Department of the Air Force civilians or Air Force military members.

4.4.4. Submit nominations on forms that are available upon request from the ION.

**4.4.4. (AFMC)** Forms are also available on-line at <http://www.ion.org/awardform.html>. The “this nomination is respectfully submitted by:” area on the cover page must be left blank for AFMC indorsement.

4.4.5. Send nominations by **15 February** to The Institute of Navigation, Award Selection Committee Chairman, 1800 Diagonal Road, Suite 480, Alexandria, Virginia 22314.

**4.4.5. (AFMC)** Send one nomination in each category of the ION Awards to HQ AFMC/DPCS by 5 January.

**4.5. Katharine Wright Memorial Award.** The Gates Learjet Corporation established this award in 1981. In 1990, Gates Learjet Corporation transferred title of this award to the NAA to administer in perpetuity. The award is made annually to a woman who has: provided encouragement, support, and inspiration to her husband, and thus, was instrumental in his success or made a personal contribution to the advancement of the art, sport, and science of aviation and space flight over an extended period of time.

**4.5. (AFMC)** More information is available on the world wide web at <http://www.naa.ycg.org/kath.htm>.

4.5.1. Send nominations to the NAA by **1 April**.

**4.5.1. (AFMC)** Send one nomination for the Katharine Wright Memorial Award to HQ AFMC/DPCS by 15 February.

4.5.2. Each MAJCOM, FOA, or DRU may submit one nomination direct to the NAA. Do not send nominations to HQ AFPC/DPPPRS.

4.5.3. Limit the write-up to two single-spaced typewritten pages using the format at **Attachment 4**. Ensure the left margin is 1 1/4 inches.

4.5.4. Send a citation limited to 30 key words that describe the nominee's accomplishments or contributions.

**4.6. Air Force Sergeants Association (AFSA) Pitsenbarger Award.** The AFSA recognizes an Air Force enlisted member who has performed a heroic act, on or off duty, that resulted in the saving of life or the prevention of serious injury. AFSA conducts presentation ceremonies each summer during the AFSA's annual convention. AFSA notifies the recipient of the date, place, and travel arrangements for the ceremony. The recipient receives an engraved plaque presented by the AFSA.

4.6.1. The period of service for the award is 1 January - 31 December.

4.6.2. Nominate Air Force enlisted members in grades AB through CMSgt who have performed a heroic act on or off duty.

4.6.3. The heroic act must be of such a nature as to have placed the nominee in risk of personal danger and been a legitimate attempt to save life or prevent serious injury to another person or persons and not an act of bravado.

4.6.4. Submit nominations to the AFSA by **1 May**.

**4.6.4. (AFMC)** Send an unlimited number of nominations for the AFSA Pitsenbarger Award to HQ AFMC/DPCS by 15 March.

4.6.5. Each MAJCOM, FOA, and DRU may submit one nomination. Do not submit joint nominations.

4.6.6. Limit the write-up to one single-spaced typewritten page using the AF Form 1206.

4.6.7. Send a biography limited to one single-spaced typewritten page ([Attachment 2](#)).

4.6.8. Do not send nominations for posthumous awards.

4.6.9. Send nominations to the AFSA, P.O. Box 50, Temple Hills, Maryland 20757.

**4.7. Form Prescribed.** AF Form 1206, **Nomination for Award**.

MICHAEL D. McGINTY, Lt General, USAF  
DCS/Personnel

## **Attachment 1**

### **GLOSSARY OF ABBREVIATIONS AND ACRONYMS**

#### ***Abbreviations and Acronyms***

**AAFES** —Army and Air Force Exchange Service  
**AFA** —Air Force Association  
**AFI** —Air Force Instruction  
**AFPC** —Air Force Personnel Center  
**AFRES** —Air Force Reserve  
**AFRR** —Air Force Recognition Ribbon  
**AFSA** —Air Force Sergeants Association  
**ANG** —Air National Guard  
**DAF** —Department of the Air Force  
**DPXPQ** —Quality Force/Awards & Decorations  
**DRU** —Direct Reporting Unit  
**FOA** —Field Operating Agency  
**GEICO** —Government Employees Insurance Company  
**HQ USAF** —Headquarters United States Air Force  
**ION** —Institute of Navigation  
**JFTR** —Joint Federal Travel Regulation  
**MAJCOM** —Major Command  
**MPF** —Military Personnel Flight  
**MSSQ** —Mission Support Squadron  
**NAA** —National Aeronautic Association  
**NAF** —Nonappropriated Funds  
**NCO** —Noncommissioned Officer  
**NCOA** —Non Commissioned Officers Association  
**OAB** —Outstanding Airman Badge  
**OAY** —Outstanding Airmen of the Year  
**OAYR** —Outstanding Airman of the Year Ribbon  
**OPR** —Office of Primary Responsibility  
**PD** —Policy Directive  
**RIP** —Report of Individual Personnel

**SAF/PA** —Secretary of the Air Force Office of Public Affairs

**TDY** —Temporary Duty

**UIF** —Unfavorable Information File

**USAFR** —United States Air Force Reserve



**Attachment 2**  
**(SAMPLE - BIOGRAPHY)**

SENIOR AIRMAN JOHN Q. DOE

123-45-6789

AFSC: 3M031, Services Apprentice

Senior Airman John Q. Doe is a Services Apprentice assigned to the Ford's Dining Facility as a shift leader, Jones Air Force Base, Texas. He is 27 years old. Airman Doe was born in Lexington, Kentucky, on 1 August 1966. He attended Central High School, graduating as class salutatorian in May 1984. He lettered each year in football, basketball, and baseball. He served as student body president and was a member of the math and science club. After graduating from high school, Airman Doe was locally employed. He served as a church council officer for the Good Shepherd Church in Covington, Kentucky. He subsequently enlisted in the Air Force in 1990 and arrived at Lackland AFB, Texas, in October 1990 for basic training. Upon graduation, he received a direct-duty assignment to the First Services Squadron, Jones AFB, Texas, arriving in December 1990. Since arriving at Jones AFB, he has served in a variety of positions, including store room clerk and his current assignment. Airman Doe is an active member of the Big Brothers Association and assisted in his unit's Thanksgiving dinner to feed the homeless this past year. His military awards include the National Defense Service Medal and the Air Force Training Ribbon. He attends Lucas College in Smith, Texas, and is working toward a Bachelor's Degree in Business Administration.

***NOTE:***

Single-space the narrative portion of the biography. Double-space between name, SSN, and AFSC.

### **Attachment 3**

## **CITATION FORMAT FOR SPECIAL TROPHIES AND AWARDS**

CITATION TO ACCOMPANY THE AWARD OF

THE \_\_\_\_\_ AWARD FOR 19\_\_

TO

JOHN J. JONES

Sergeant John J. Jones distinguished himself as Chief, Weather Station Operations, 12<sup>th</sup> Operation Support Squadron, Randolph Air Force Base, Texas, from 1 July 1997 to 30 June 1998. Sergeant Jones expertly led a team of highly-skilled weather technicians in the largest and most diverse Wing within Air Education and Training Command, ensuring the safe completion of over 40,000 training sorties per year. He anticipated and provided all operational atmospheric support to the Numbered Air Force and Wing commanders and staffs, as well as eight flying squadrons with 170 aircraft assigned. The distinctive accomplishments of Sergeant Jones reflect great credit upon himself and the United States Air Force.

#### ***NOTE:***

Print the citation in landscape format. Left and right margins must be 1 1/2 inches. Limit the citation to approximately 50 key words which properly describe the nominee's accomplishments or achievements.

#### Attachment 4

### NOMINATION FORMAT FOR WRIGHT BROTHERS MEMORIAL TROPHY AND KATHARINE WRIGHT MEMORIAL AWARD

NOMINEE: (Identify the nominee and provide his or her address and complete commercial telephone number)

BY: (MAJCOM/FOA/DRU. Give the name, address, and commercial phone number of the MAJCOM/FOA/DRU commander or vice commander)

FOR: (State concisely the specific achievement for which the nominee is being cited)

JUSTIFICATION: (Give complete but concise details justifying the award)

---

---

---

***NOTE:***

Limit the write-up to three single-spaced typewritten pages. ***EXCEPTION:*** Limit write-ups for the Katharine Wright Memorial Award to two single-spaced typewritten pages. Double-space between headings of NOMINEE, BY, FOR, and JUSTIFICATION. Left margin must be 1 1/4 inches.

**Attachment 5**

**GENERAL INFORMATION SHEET FOR 12 OUTSTANDING  
AIRMEN OF THE YEAR PROGRAM**

NAME OF AWARD: 12 OUTSTANDING AIRMEN OF THE YEAR, 19\_\_

FROM: AIR EDUCATION AND TRAINING COMMAND (MAJCOM/FOA/DRU)

INCLUSIVE DATES OF ACHIEVEMENT: 1 JANUARY 19\_\_ - 31 DECEMBER 19\_\_

NOMINEE: JOHN Q. DOE

GRADE: AIRMAN FIRST CLASS

CATEGORY OF COMPETITION: (AIRMAN, NCO, or SENIOR NCO)

SSN: 123-45-6789

PRESENT ORGANIZATION AND STATION: 123d SUPPORT GROUP  
457 F STREET STE 789  
JONES AFB, KENTUCKY 12345-5000  
457 F STREET STE 789  
JONES AFB, KENTUCKY 12345-5000

PROJECTED ASSIGNMENT AND REPORTING DATE: NONE

PERMANENT HOME ADDRESS: 3502 S. LIMESTONE STREET  
LEXINGTON, KENTUCKY 40506

NOMINATED FOR: 12 Outstanding Airmen of the Year for excellent performance, outstanding professional skill, knowledge, and leadership as an administrative specialist in support of the administrative ser-

vices provided the Deputy Chief of Staff for Personnel, Data Communications Planning Staff, 123d Support Group. Member has not had an open unfavorable information file (UIF) during the award period.

***NOTE:***

Left margin must be 1 inch. NOMINATED FOR portion is single-spaced. Double-space between all other headings.

## Attachment 6

### GENERAL INFORMATION SHEET FOR USAF FIRST SERGEANT OF THE YEAR AWARD

NAME OF AWARD: USAF FIRST SERGEANT OF THE YEAR AWARD, 19\_\_

FROM: AIR MOBILITY COMMAND (MAJCOM/FOA/DRU)

INCLUSIVE DATES OF ACHIEVEMENT: 1 JANUARY 19\_\_ - 31 DECEMBER 19\_\_

NOMINEE: JANICE K. SMITH

GRADE: MASTER SERGEANT

SSN: 123-45-6789

PRESENT ORGANIZATION AND STATION: 92ND COMMUNICATIONS SQUADRON  
110 W. ARNOLD ST.  
FAIRCHILD AFB WA 99011-9461

PROJECTED ASSIGNMENT AND REPORTING DATE: NONE

PERMANENT HOME ADDRESS: 1050 YORK CREEK RD  
HUNTER, TEXAS 78230

NOMINATED FOR: USAF First Sergeant of the Year Award for outstanding leadership as First Sergeant of the 92nd Communications Squadron. Member has not had an open unfavorable information file (UIF) during the award period.

***NOTE:***

Left margin must be 1 inch. NOMINATED FOR portion is single-spaced. Double-space between all other headings.